



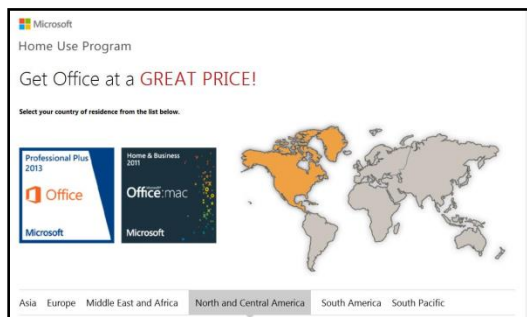
Microsoft Home Use Program February 2014

As a KDADS employee you are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to purchase a licensed copy of Microsoft® Office to install and use on your home computer.

Currently, Office 2013 and Office MAC 2011 is available for you to purchase through the HUP program. (We use Office 2010 at the office) You may continue using software as long as you are employed by KDADS and as long as the corresponding software you use at work has an active Software Assurance coverage. If you leave employment at KDADS you must remove the software from your computer. The cost is approximately \$9.95 for the software license and \$13.99 to receive the software on DVD media.

To access the Microsoft Home Use Program Web site:

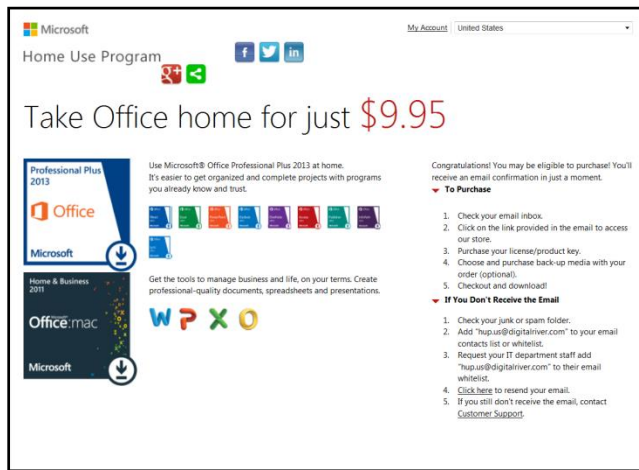
1. Go to <https://hup.microsoft.com/> web site.



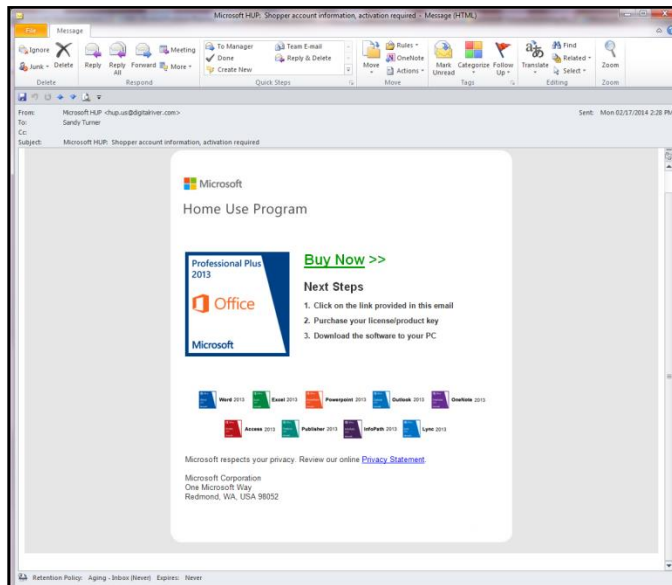
2. Select the country from the list (almost at the bottom) to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your KDADS e-mail address (such as john.doe@kdads.ks.gov) and insert the following in the program code box, 7B0F5F0941 and click Submit. **Note: This program code is assigned to KDADS for our sole use in accessing this site. Please do not share the program code with anyone outside KDADS.**



4. This is the next screen you will see. Follow the instructions to purchase your software.



5. Microsoft will respond directly to you via your work email account. The email will look something like below. Click on the green “Buy Now” button. You will need to have a credit card ready to purchase the software.



6. After you click the “Buy Now” button, you will be redirected to the Microsoft Home Use Program store.
7. Select the software you want to purchase by clicking on “Add to Cart”. Currently the following is available.
- Office Professional Plus 2013
 - Office 2011 for the Mac.

8. When you have selected your software you will proceed to the 'Checkout'. At this time you can select to buy the DVD media for backup. Otherwise you will have to download the software. We would suggest that you purchase the DVD media.
9. Fill out your billing, shipping and credit card information. Be sure you review and check the box at the bottom of the screen for terms and conditions. Otherwise your order will not be accepted.
10. After your order is placed you will have the option to download the software. Print the order confirmation page. This has your product key. This product key is critical to keep. Every time you ***install your software you will be asked for this key. Keep it in a safe place for future use. Do not download this software from your work computer. You will need to download this on your home computer or purchase the DVD media. If you select to purchase the media you will install from the DVD and will not need to download the software.***